Screen Title: Estimate Accrual Transaction Screen

Screen Number: PM050

**Purpose:** The Estimate Accrual Transaction Screen (PM050) is used to record an

estimate accrual transaction at the point in time the related goods or services are delivered. The Estimate Accrual Transaction Screen allows

the posting of monthly, quarterly, or year-end accruals.

**General Information:** This PM050 is used for no way and two way match documents. Upon

approval of the PM050 it will generate a shell invoice much like the

Receiving Ticket Transaction Screen (PM030).

**Exceptions:** 1. None applicable

Processes: • Estimate Accrual

• Reverse Estimate Accrual

Business Rules: None

Hard Coded
Transaction Codes

and Values:

• Document Source – COMMIT = Commitment, OBLIG = Obligation,

NONE = None

Required Tables and Values:

• GL021 – code ACCR for Invoice Types

• GL004 - Bureau Code

PM002 – Vendor Maintenance Screen

GL021 – code CDITEM for Item Type

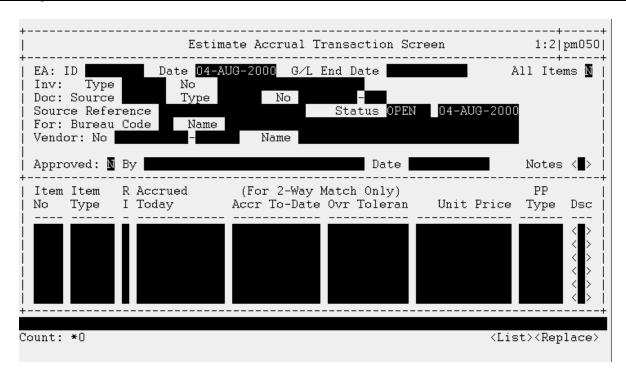
PM077 – Prompt Payment Type

Forms:

None

Reports:

PM130a – Print Unapproved Invoice Aging Report

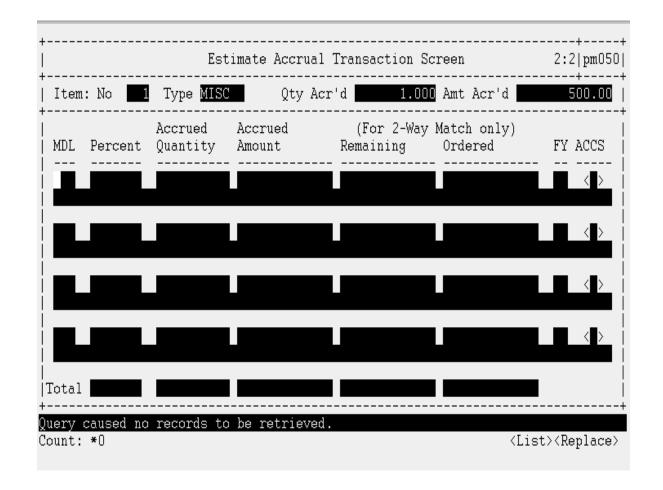


## **Estimate Accrual Transaction Screen Process**

The Estimate Accrual Transaction Screen (PM050) is accessed from the **PMTRAN** menu. To complete the Estimate Accrual Transaction Screen, the following fields must be entered:

Field Name	Action				
G/L End Date	Press <b>HOME</b> and select the general ledger end date for recording this transaction				
	and press <b>ENTER</b> . Or if the pre-populated G/L Date is correct press <b>ENTER OR</b>				
	TAB.				
All Items	Type <b>Y</b> if all items from the purchase order need to have an estimate accrual and				
	press <b>ENTER</b> . Type <b>N</b> to manually specify which items in the detail block need to				
	have an estimate accrual and press ENTER OR TAB.				
Inv: Type	Press <b>HOME</b> and select the invoice type and press <b>ENTER</b> . Or type the invoice				
	type and press ENTER OR TAB.				
Inv: No	Type the invoice number and press <b>ENTER OR TAB</b> .				
Doc: Source	Press <b>HOME</b> and select the document source and press <b>ENTER</b> . Or type the				
	document source and press ENTER OR TAB.				
Туре	Press <b>HOME</b> and select the document type, number, release, date, reference, and				
	feeder system number then press ENTER. Or type the document type, number				
	and release and press ENTER OR TAB.				
Source Reference	If applicable, type the source reference number for a supporting external documen				
	and press ENTER OR TAB.				
For: Bureau Code	Press <b>HOME</b> and select the bureau code and press <b>ENTER</b> . Or type the				
	appropriate bureau code and press ENTER OR TAB.				
Vendor: No	Press <b>HOME</b> and select the vendor number and ID number and press <b>ENTER</b> .				
	Or type the appropriate vendor number and ID number and press <b>ENTER OR</b>				
	TAB.				
Approved:	This field indicates whether the document has passed all system edits, and				
	applicable debits and credits have been recorded in the general ledger. When this				

Field Name Action					
	flag is set to <b>Y</b> , the document is read-only and cannot be updated. This field defaults				
	to <b>N</b> and cannot be changed to Y until all required fields are completed.				
Notes	Press <b>F2</b> to access the notes pop-up to record any comments and press <b>F5</b> .				
Item No	Press <b>HOME</b> and select the item number from the source document and press				
	<b>ENTER</b> . Or for no match items type the item number starting with 1 and press				
	ENTER OR TAB.				
Item Type	This field is populated based on the purchase order details for matched documents.				
	For no match documents press <b>HOME</b> and select the item type and press <b>ENTER</b>				
	OR TAB.				
RI	This field is populated based on the purchase order details for matched documents.				
	For no match documents press <b>HOME</b> and select <b>D</b> for dollar amount or <b>Q</b> for				
	quantity and press ENTER OR TAB.				
	<b>Key Information</b> – Estimated accruals for no match documents can be EITHER Dollar Based (D) or Quantity Based (Q)				
Accrued Today	Type the amount accrued today and press <b>ENTER OR TAB</b> . If the RI Method is				
	<b>Q</b> enter the quantity accrued today, if RI Method is <b>D</b> enter the dollar amount accrued today.				
Unit Price	Type the unit price for quantity based accruals. This amount is derived for dollar				
	based accruals.				
PP Type	This field is populated based on the purchase order details for matched documents.				
	For no match documents press <b>HOME</b> and select the prompt pay type for the item				
_	and press <b>ENTER</b> . Or type the prompt pay type and press <b>ENTER OR TAB</b> .				
Dsc	Type a description of the estimate accrual and press <b>F5</b> . This field is optional.				



Field Name	Action		
MDL	This field is populated based on the purchase order details for matched documents.		
	For no matched documents, type the multiple distribution line number for the account		
	distribution starting with 1 and press ENTER OR TAB.		
Percent	This field is populated based on the purchase order details for matched documents.		
	For no matched documents, enter the percentage of the item to distribute to this		
	account classification code and press ENTER OR TAB.		
FY	Type the two-digit designation for the fiscal year and press <b>ENTER OR TAB</b> .		
ACCS	Type the chargeable ACCS for this estimate accrual and press <b>ENTER OR TAB</b> .		

## The Estimate Accrual Transaction Screen (PM050) contains the following fields:

valid neneral ger end e press	System generated.  System generated.  Valid values are maintained in GL001.  Entered by user.	Y Y
quired. select valid eneral ger end e press OME.	yalid values are maintained in GL001.	Y
select valid n eneral ger end e press OME.	are maintained in GL001.	
quired.	•	Y
select valid n	Valid values are maintained in GL021 – code ACCR.	Y
otional	Entered by user.	Y
quired. select valid ource cument oress	Hard coded in screen.	Y
	select valid ource cument	quired. Hard coded select in screen. valid burce cument bress

TYPE	The type of document for the source specified in the previous field, e.g., <b>PO</b> for purchase order, which is a type of obligation.	Required. To select a valid document type press HOME.	Valid values are maintained in GL021.	Y
NO	The document number.	Required. To select a valid document number press HOME.	Valid values are maintained in FM040/FM04 1.	Y
SOURCE REFERENCE	A user-defined value for a supporting external document or transaction, if applicable.	Optional.	Entered by user.	Y
STATUS	The status of the estimate accrual document.	Derived.	System generated.	Υ
FOR: BUREAU CODE	The code that uniquely identifies a bureau.	Required. To select a valid bureau code press HOME.	Valid values are maintained in GL004.	Y
NAME	The name assigned to the bureau code.	Derived.	System generated.	N
VENDOR: NO	The vendor from which the items were ordered.	Derived.	System generated.	Υ
NAME	The name of the vendor.	Derived.	System generated.	N
APPROVED:	The flag indicating whether the document passed all system edits and applicable debits and credits were recorded in the general ledger. When this flag is set to <b>Y</b> , the document is read-only and cannot be updated. Valid values are <b>Y</b> for yes and <b>N</b> for no. This field defaults to <b>N</b> and cannot be changed to <b>Y</b> until all required fields are complete.	Required.	Entered by user.	Y
BY	The name of the person applying the approval.	Derived.	System generated.	Y
DATE	The effective date of the approval. This field defaults to the system date when the approval flag is set to $\mathbf{Y}$ .	Derived.	System generated.	Υ

NOTES	A 240-character field used to record notes or comments about the Estimate Accrual Transaction.	Optional.	Entered by user.	N
ITEM NO	The item number from the obligating document or if it is a no match document start with 1.	Required. To select a valid item number press HOME.	Entered by user.	Y
ITEM TYPE	The item type code, e.g., <b>SERV</b> for service, <b>EQUIP</b> for equipment.	Required. To select a valid type press HOME.	Valid values are maintained in GL021 – code CDITEM.	Y
RI	The receiving/invoice method for this invoice. Valid values are <b>Q</b> for quantity based and <b>D</b> for dollar based.	Required.	Entered by user or defaults from the purchase order.	N
ACCRUED TODAY	The amount of the item that is to be accrued for this estimated accrual.	Required.	Entered by user.	Y
ACCR TO-DATE	The total amount of the item that has been accrued to date.	Derived.	System generated according to previous record of PM050.	Y
OVR TOLERAN	The amount of the item accrued that is over tolerance.	Derived.	System generated according to PM010.	Y
UNIT PRICE	The price per unit of the products/services accrued.	Derived.	System generated.	N
PP TYPE	The prompt pay type for this item. This value defaults to the prompt pay type associated with the commodity code recorded for this item in the purchase order.	Required. To select a valid prompt pay type press HOME.	Valid values are maintained in PM077.	N

DSC	The description of the estimate accrual.	Optional. Press <b>F2</b> to access the pop- up.	Entered by user.	N
ITEM: NO	The item number from PM050 page 1.	Derived.	System generated according to PM050 page1.	N
TYPE	The item type of the item for which the multiple distribution line (MDL) is being displayed.	Derived.	System generated according to PM050 page1.	N
QTY ACR'D	The quantity accrued from PM050 page 1.	Derived.	System generated according to PM050 page1.	N
AMT ACR'D	The amount accrued from PM050 page 1.	Derived.	System generated according to PM050 page1.	N
MDL	The system-assigned multiple distribution line number for the account distribution.  NOTE: If Y is entered in the ALL ITEMS field, the system automatically retrieves and displays all open line items from the obligating document. You may then delete the line items or MDL that are not being accrued.	Required. To select a valid multiple distributio n line press HOME.	Entered by user.	Y
PERCENT	The percentage of the items to distribute to this account classification code. <b>NOTE:</b> You can indicate a percentage or dollar amount for the multiple distribution line(s).	Required.	Entered by user.	Y
ACCRUED QUANTITY	The quantity accrued for this multiple distribution line.	Required.	Entered by user.	Y
ACCRUED AMOUNT	The amount accrued for the multiple distribution line.	Derived.	System generated.	Y
REMAINING	The amount not yet accrued prior to this estimate accrual.	Derived.	System generated.	Υ

ORDERED	The amount ordered for this multiple distribution line.	Derived.	System generated.	Υ
FY	The two-digit designation for the fiscal year, i.e., 00 for 2000.	Required.	Entered by user.	N
ACCS	The individual elements (e.g. bureau, project-task, fund, program, organization, object class, and user-defined field) making up the account classification code structure that is used to record the general ledger impact (i.e., debits and credits) for the transaction.	Required.	Entered by user.	N
TOTAL	The line totals of all multiple distribution line(s) for this item.	Derived.	System generated.	N